transfers data during a write operation to said second recording/reproducing unit when the total storage capacity of said plurality of first discs is reached in accordance with a determination made on the basis of said management information so that a part of the data being written is stored on one of said second discs.

14. A data storage and retrieval system according to claim **13**, wherein said third control unit has a memory for storing said management information, said management information including information on said part of said data that identifies an ID of one of said second discs on which said part of said data has been recorded, an address of the data part stored on said one second disc and a data length of the stored data part.

15. A data storage and retrieval system according to claim **13**, wherein said plurality of first discs are optical discs and said plurality of second discs are optical discs.

16. A data storage and retrieval system according to claim **14**, wherein said plurality of first discs are optical discs and said one second disc is an optical disc.

17. A data storage and retrieval system according to claim **13**, wherein said sealed casing has a disc transfer space for transferring ones of said first discs inside/outside said sealed casing.

18. A data storage and retrieval system according to claim **16**, wherein said disc transfer space has first and second doors resiliently biased in the closed position such that a first door opens to an exterior of said casing and said second door opens to an interior of said sealed casing.

19. A data storage and retrieval system according to claim **1**, wherein said third control unit controls said first and second recording/reproducing units when a copying operation is performed that copies data from said one second disc to one of said first discs.

20. A data storage and retrieval system according to claim **19**, wherein said third control unit has a buffer memory whereby the data to be copied from said one second disc is stored in said buffer memory and then transferred to said one of said first discs to complete the copying operation.

21. A data storage and retrieval system according to claim **14**, further comprising a display/keyboard unit for inputting data by an operator and for displaying data; and said third control unit having means processing said management data during a read operation for determining an ID of said second discs and displaying same on said display/keyboard unit for instructing an operator to load a predetermined one of the second discs into the second recording/reproducing unit so that data requested by the read operation is read from said predetermined second disc.

22. A data storage and retrieval system according to claim **13**, further comprising a display/keyboard unit for receiving data input by an operator and for displaying a message informing an operator that the total storage capacity of said first discs has been reached.

23. A data storage and retrieval system according to claim **13**, wherein said plurality of first discs are stacked on a common spindle in said sealed casing and said recording/reproducing unit has a plurality of recording/reproducing heads disposed adjacent each recording face of said first discs.

24. A data storage and retrieval system, comprising:

a first sealed casing containing a plurality of first data storage discs, a first recording/reproducing unit and a disc access unit wherein the plurality of first discs are exposed and stored in a library arrangement for direct access by the disc-access unit and the disc access unit loads/unloads the first discs on the recording/reproducing unit;

a second casing juxtaposed to said sealed casing for containing a second recording/reproducing unit for recording/reproducing data on one of a plurality of second data storage discs which are cartridge type discs, said second recording/reproducing unit having an access slot for exchanging the second discs;

control means controlling operation of said first and second recording/reproducing units and for managing transferring of data between said storage and retrieval system and an external data processor; and

said control means being for controlling said first and second recording/reproducing units when a copying operation is performed that copies data from said one second disk to one of said first disks.

25. A data storage and retrieval system according to claim **24**, wherein said control means has a buffer memory whereby the data to be copied from said one second disk is stored in said buffer memory and then transferred to said one of said first disks to complete the copying operation.

26. A data storage and retrieval system according to claim **25**, further comprising a display/keyboard unit for receiving a command for performing the copying operation, and said control unit after receiving said command from said display keyboard unit executing the copying operation independently from said external data processor.

27. A data storage and retrieval system, comprising:

a first sealed casing containing a plurality of first data storage discs, a first recording/reproducing unit and a disc access unit wherein the plurality of first discs are stored in an exposed state on shelves in said casing and positioned for direct access by the disc access unit which loads/unloads the first discs on the recording/reproducing unit;

a second casing juxtaposed to said sealed casing for containing a second recording/reproducing unit for recording/reproducing data on one disc at a time of a plurality of second data storage discs which are cartridge type discs stored outside of said system, said second recording/reproducing unit having an access slot for receiving said second discs for loading/unloading said second discs on said recording/reproducing unit;

a first control unit for controlling operation of said first and second recording/reproducing units;

a second control unit for controlling said disc access unit for loading/unloading said first discs on said first recording/reproducing unit;

a third control unit for managing transferring of data between said storage and retrieval system and an external data processor; and

said third control unit controlling said first and second recording/reproducing units when a copying operation is performed that copies data from one said second disk to one of said first disks.

28. A data storage and retrieval system according to claim **27**, wherein said third control unit has a buffer memory whereby the data to be copied from said one second disk is stored in said buffer memory and then transferred to said one of said first disks to complete the copying operation.